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M E M O R A N D U M

TO: West Lafayette Board of Public Works & Safety

CC: Diane Foster
Nicole Stocks

FROM: David M. Buck, P.E.
City Engineer

DATE: March 28, 2011

SUBJECT: **Promotion – Elizabeth Cook**
Assistant City Engineer

I request permission to promote Elizabeth Cook to the Assistant City Engineer position. Ms. Cook will begin this position on April 4th, 2011. She will be paid at a biweekly rate of \$2,134.63. The salary for this position is under the Wastewater Utility salary ordinance.

On the one year anniversary of this promotion, Ms. Cook's performance will be evaluated and a request for additional compensation will be presented to the Board of Public Works & Safety if applicable. Any salary adjustment requests would be commensurate with job performance and within salary ordinance and budget constraints.

Ms. Cook is a Civil Engineering graduate of Purdue University. She obtained her Professional Engineer license in 2009. She has been the Engineering Assistant with the City of West Lafayette since May 31, 2005.